



Quick Turn-Around (QTA) Permit Process

The Quick Turn-Around Permit process is limited to:

- Tenant finish-outs and interior remodel projects of 5,000 square feet or less for admn/bus/professional offices and retail sales occupancies where hazardous materials are not stored, used, or dispensed
- Exterior remodels that do not increase the square footage of the building or increase the height by more than six (6) feet (roof repairs, mansards, etc.)
- Any other project specifically authorized by the Building Official

Submittal Requirements

1. A completed *Commercial Building Application*
2. A completed *Site Development Determination/Exemption* —OR— Two (2) sets of the city approved red-stamped Site Plan for tenant finish-outs
 - **Note:** Prior approval from the Development Assistance Center (DAC) may be required; please verify with a Zoning or Building Plan Reviewer.
3. Two (2) sets of plans drawn to scale including Mechanical, Electrical, and/or Plumbing plans sufficient to illustrate the full scope of proposed work
 - **Note: Revisions to permits issued through this process may result in rescinding ALL permits and a full submittal required. Refunds will not be issued. Please verify all proposed work before going through the Quick Turn-Around process.**
4. Two (2) key floor plans (lease space in relation to the building)
5. Two (2) plot plans (lease space/building in relation to the site)
6. Two (2) complete Lighting, Envelope, and/or Mechanical energy calculations if required (Comcheck-EZ) – see energycodes.gov
7. Texas Accessibility Standards (TAS) – TDLR Confirmation page
 - Residential projects, multi-family projects, and commercial projects less than \$50,000 are exempted.
8. Texas Department of Health *Demolition/Renovation Notification Form* or Asbestos survey summary page (do not attach the actual survey), or certification from a licensed engineer or architect or statement from a licensed asbestos inspector stating all parts of the building affected by the planned renovation do not contain asbestos
9. **Electric Service Planning Application (ESPA) form signed by an Austin Energy representative, required for ANY and ALL electrical plan review** – Austin Energy requires a completed ESPA form, Electrical Riser Diagram and a photograph picture of the existing gutter and meter numbers (please see the AE Representative in the Development Assistance Center)
10. Plan Review Fee + Quick Turnaround fee: see Commercial Review Fees at <http://www.austintexas.gov/departments/fees> (note that the Plan Review fee now must be paid during the zoning/submittal process)
 - **Note: Finish-Outs in SHELL buildings may require new water meters. A meeting with an Austin Water Representative (Development Assistance Center) is recommended to verify.**

Projects Ineligible for QTA

- New construction and additions
- Change of Use
- Businesses that store or sell hazardous materials
- Medical offices
- Restaurants
- Food service establishments
- Pubs
- Clubs
- Lounges
- Food storage
- Food warehousing
- Nursing homes
- Health care
- Child care facilities
- Beauty/tattoo salons
- Veterinary clinics
- Animal shelter
- Laundry or cleaning facilities
- Swimming pools
- Building Corridors

Building Codes with Local Amendments

www.austintexas.gov/page/codes-and-technical-information

2012 International Building Code

2012 International Existing Building Code

2012 Uniform Mechanical Code (IAPMO)

2012 Uniform Plumbing Code (IAPMO)

2014 National Electrical Code

2012 International Energy Conservation Code

2012 International Fire Code